

Wednesday 10th May 2017

Dear Parent(s) / Carer(s)

Year 9 Parents' Consultation and Options Evening – Thursday 18th May 2017

The Parents' Consultation Evening for Year 9 students will take place on Thursday 18th May, during which time you will have the opportunity to come into the Academy to discuss your son / daughter's progress. **All parent(s) / carer(s) are expected to attend.** There will be the opportunity for short appointment slots with your child's teachers to discuss their progress in subject areas. All teachers will be seated in the Sports Hall. Please note that it is a very busy evening and you may be expected to wait a short while to see all the teachers.

The school has introduced a new initiative, an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

The window to book appointments will open on Wednesday 10th May and will close on Wednesday 17th May at 4.00 pm. Should you wish to make any changes after this date please contact the Academy's reception on the main phone number or on admin@chelsea-academy.org.

Please visit <https://chelseaacademy.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You will need to log in with your child's date of birth and the login code you have been given.

If you do not have access to the internet or a smartphone, please visit the Academy reception in person to book your appointments.

Year 9 students are expected to attend with their parent(s) / carer(s) **in full Academy uniform**. So that teachers can see as many parents / carers as possible, appointments are kept to a maximum of 5 minutes. If there are issues that require further discussion, a separate appointment for a later date should be made.

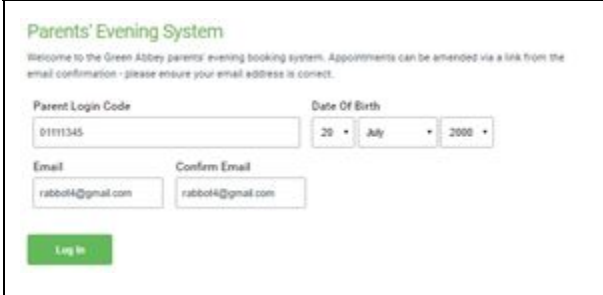
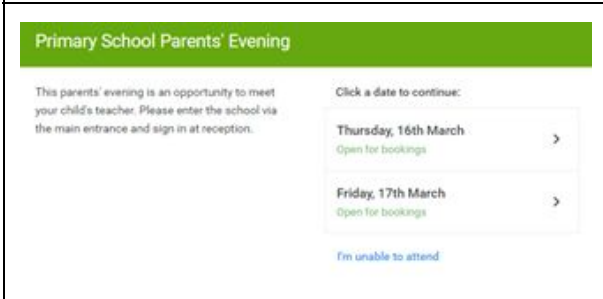
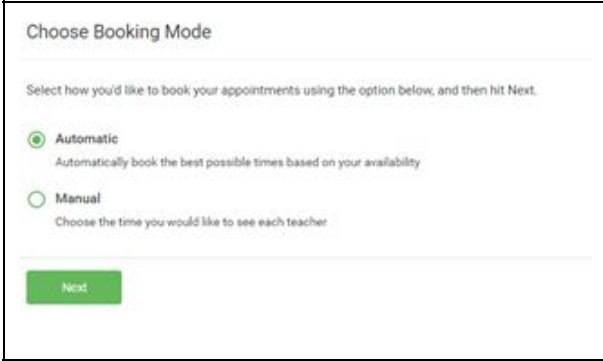
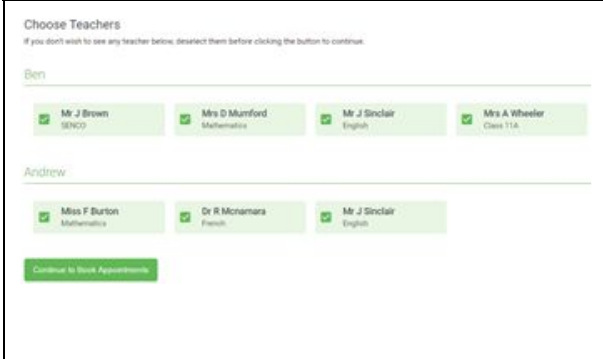
The evening will begin at **4.15pm**. Please note that parents will not be allowed on site before 4.15pm and the last appointment time will be **7.25 pm**.

We appreciate that you will have attended Learning Coach Consultation Day recently, but this is a valuable evening for you and your child to speak to their specific teachers for each of their subjects, and to be able to discuss their progress in each area in more detail. Please bring your child's progress check with you that you will have received at Learning Coach Consultation Day.

Yours sincerely

Miss H Malpas
Head of Year 9

Parents' Guide for Booking Appointments - visit <https://chelseaacademy.parentseveningsystem.co.uk/>

 <p>Parents' Evening System Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.</p> <p>Parent Login Code: <input type="text" value="01111345"/> Date Of Birth: 20 July 2000</p> <p>Email: <input type="text" value="rabbot4@gmail.com"/> Confirm Email: <input type="text" value="rabbot4@gmail.com"/></p> <p><input type="button" value="Log In"/></p>	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p> <p>Enter your unique login code found in the letter.</p>
 <p>Primary School Parents' Evening</p> <p>This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.</p> <p>Click a date to continue:</p> <ul style="list-style-type: none"> Thursday, 16th March <input type="button" value="Open for bookings"/> Friday, 17th March <input type="button" value="Open for bookings"/> <input type="button" value="I'm unable to attend"/> 	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
 <p>Choose Booking Mode</p> <p>Select how you'd like to book your appointments using the option below, and then hit Next.</p> <p><input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability</p> <p><input type="radio"/> Manual Choose the time you would like to see each teacher</p> <p><input type="button" value="Next"/></p>	<p>Step 3: Select Booking Mode</p> <p>Choose 'Automatic' if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose 'Manual'. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile phone.</p>
 <p>Choose Teachers If you don't wish to see any teacher below, deselect them before clicking the button to continue.</p> <p>Ben</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mr J Brown (SENCO) <input checked="" type="checkbox"/> Mrs D Mumford (Mathematics) <input checked="" type="checkbox"/> Mr J Sinclair (English) <input checked="" type="checkbox"/> Mrs A Wheeler (Class 11A) <p>Andrew</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Miss F Burton (Mathematics) <input checked="" type="checkbox"/> Dr R McNamara (French) <input checked="" type="checkbox"/> Mr J Sinclair (English) <p><input type="button" value="Continue to Book Appointments"/></p>	<p>Step 4: Choose Teachers</p> <p>If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

<p>Confirm Appointment Times</p> <p>The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.</p> <table border="1"> <thead> <tr> <th></th> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>17:10</td> <td>Mr J Sinclair</td> <td>Ben</td> <td>English</td> <td>E6</td> </tr> <tr> <td>17:25</td> <td>Mrs D Mumford</td> <td>Ben</td> <td>Mathematics</td> <td>M2</td> </tr> <tr> <td>17:45</td> <td>Dr R Monamara</td> <td>Andrew</td> <td>French</td> <td>L4</td> </tr> </tbody> </table> <p>Accept Appointments Cancel Appointments</p>		Teacher	Student	Subject	Room	17:10	Mr J Sinclair	Ben	English	E6	17:25	Mrs D Mumford	Ben	Mathematics	M2	17:45	Dr R Monamara	Andrew	French	L4	<p>Step 5a (Automatic): Book Appointments</p> <p>If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.</p> <p>If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).</p>								
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 <p>Add Appointment</p> <p>Confirm appointment with Mrs D Mumford at 15:10.</p> <p>Add a message for Mrs D Mumford:</p> <p>I'd like to discuss Ben's homework.</p> <p>Save</p>	<p>Step 5b (Manual): Book Appointments</p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>																												
 <p>Year 11 Subject Booking Thursday, 15th April</p> <p>This parent evening is for year 11. Please enter the school via the main entrance and follow the signs for the library hall where this evening is taking place. Parking is available in the main school car park.</p> <table border="1"> <thead> <tr> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>15:00</td> <td>Mr J Brown</td> <td>Ben</td> <td>SENCO</td> </tr> <tr> <td>15:10</td> <td>Mr J Sinclair</td> <td>Ben</td> <td>English</td> </tr> <tr> <td>15:15</td> <td>Mr J Sinclair</td> <td>Andrew</td> <td>English</td> </tr> <tr> <td>15:20</td> <td>Mr A Jacobs</td> <td>Ben</td> <td>History</td> </tr> <tr> <td>15:25</td> <td>Mrs D Mumford</td> <td>Andrew</td> <td>Mathematics</td> </tr> <tr> <td>15:30</td> <td>Miss J Foster</td> <td>Andrew</td> <td>Science</td> </tr> </tbody> </table>	Teacher	Student	Subject	Room	15:00	Mr J Brown	Ben	SENCO	15:10	Mr J Sinclair	Ben	English	15:15	Mr J Sinclair	Andrew	English	15:20	Mr A Jacobs	Ben	History	15:25	Mrs D Mumford	Andrew	Mathematics	15:30	Miss J Foster	Andrew	Science	<p>Step 6: Finished</p> <p>You're now on the <i>My Bookings</i> page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing <i>Print</i>.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>
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